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28 JAN 1970

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, Support Services Staff

SUBJECT : Support Directorate Problem Solving Seminar

REFERENCE : Memo dtd 11 June 69 to all DD/S Office Heads, from
DD/S, subj: Same

1. Reference requested Office submissions of problems for seminar consideration and outlined procedural steps and responsibilities for the program. To date, four seminar groups have addressed problems submitted by the Support Offices:

a. Group #1. GS-15--September 1969

Problem: How can new Support requirements be met under increased budget and personnel control?

b. Group #2. GS-14--October 1969

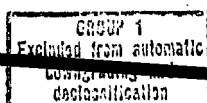
Problem: Should opportunities for inter-office assignments be increased?

c. Group #3. GS-13--October 1969

Problem: What kind of mid-career training should be given to professional employees not selected for the Mid-Career Executive Development Course (MEDC).

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d. Group #4. GS-12--December 1969


Problem: What steps can be taken to ensure open and mutually understanding communication between DD/S management at all levels and the young professional, and how can young professional employees be increasingly involved in major problems and the decision making process?

2. These first few seminars have been very successful; action has been taken to implement certain recommendations and to refer others for further study and review. I wish to maintain the high standards of interest, effort, and, hopefully, product established by these early groups.

3. I have reviewed the list of problems originally submitted by you but not yet considered in the seminars. Some of them lend themselves to study by a special group and the balance, I feel - for a variety of reasons - are not suitable for group study particularly since we all now have seminar experience. Accordingly, I ask that each of you submit a new list of suggested topics for seminar consideration. Problems submitted should be sufficiently non-technical so that each member of the group can "get a handle" on the problem and contribute to his fullest.

4. I ask that you submit your problem suggestions to my office by 10 February 1970.

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R. L. Bannerman
Deputy Director
for Support

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